

DPD 8542-59

14 December 1959

**MEMORANDUM FOR: Chief, Mobilization and Military Personnel
Division**

SUBJECT: Assignment of Chief Master Sergeant

1. Reference is made to paragraph 2, MMPD memorandum, dated 23 November 1959, subject: Promotion of [redacted] and Assignment of Chief Master Sergeants.

25X1A

2. Justification for establishing the billet occupied by [redacted] as an E-9 position is provided in the following job description:

25X1A

"The incumbent of this position is responsible for the following activities:

a. Processing, collating and interpreting intelligence information in support of Division activities.

b. Maintaining up-to-date performance characteristics on enemy aircraft, air weaponry, surface-to-air weapons, and the techniques of their employment.

c. Maintaining order of battle data, and preparation of reports on specific radar, aircraft and missile types and capabilities.

d. Supervising the intelligence files to insure background intelligence information is current, and that the map supply is current and adequate.

e. Procuring and disseminating Escape, Evasion and Survival materials.

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f. Periodically rendering briefings to the Staff, and producing briefing aids in connection with Division activities.

g. Performing other duties as directed by the Chief of the Intelligence Section. "

SIGNED

WILLIAM BURKE
Colonel USAF
Acting Chief, DPD-DD/P

RDO'H:bm
2 - Addee
1 - AC/DPD
2 - Ops/DPD
1 - RI/DPD